

Guidelines For Residential Permit Application Submittal

NOVA District (Fairfax) Permits
www.VirginiaDOT.org/business/fairfax-permits-main.asp
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NOVA District (Fairfax) Permits Guidelines for Residential Permits

Permit Application

1. Permit must be in the property owner's name.
2. The surety must be posted by the property owner.
3. The owner block must be completed and the owner must sign the application.
4. The owner must sign page 5 of the Special Notification of Permittee Liability rev. March 2004 (MP-63) and attach to the permit application.
5. The route number and name of the state road that the proposed work is on must be provided. The route numbers and names of the intersecting state roads that the work site lies between are also required.
6. The work description should list all proposed work, along with the address of the work site.

Plans

1. Include two complete copies of grading plans or plats showing all of the proposed work. Existing conditions and structures should be identified as existing. Utilities that will be installed under separate permits should be noted as such.
2. Dimensions of proposed driveways and lengths of any proposed utility connections should be labeled on the plans.
3. All streets must be labeled with the street name and route number.

Fee

1. A non-refundable application fee of \$55.00 is charged for each permit application.

Surety

1. A surety for the proposed work is required with the permit package. When all proposed work is completed and approved by a VDOT Permits Field Engineer, the surety amount posted will be released.
2. To determine the surety amount for a given project, a set of plans must be brought to the permits office for review.
3. The surety may be posted: (1) with a check made out to "Virginia Department of Transportation" or "VDOT;" (2) by obtaining a bond from a bonding company; (3) or by obtaining a letter of credit from a bank. Refund checks may take six to eight weeks to process after the permit is released. Forms for a bond or letter of credit are attached. Note: the wording on these forms may not be changed.

Accounts Receivable

1. Residential permits for properties owned by a developer are subject to having an accounts receivable number set up to cover the Field Engineers' time and equipment.
2. Permits with an accounts receivable will not be released nor the bond returned until all charges are paid.

Pavement Open Cuts

1. Must obtain VDOT authorization prior to cutting any VDOT pavement. Open cut requests are not covered under permit approval.
2. The project will be shut down for a period of at least five (5) working days if any unauthorized cuts are made in pavement.

Applications for Additional Driveway Entrances

1. If the additional driveway entrance does not meet current sight distance requirements, the permit will not be approved since there is existing access to the property.



**Virginia Department of Transportation
NOVA District (Fairfax) Permits
Permit Application Requirements
RESIDENTIAL PERMITS**

PROPERTY OWNER: _____ CONTACT PERSON: _____
SITE ADDRESS: _____ DATE: _____
PLAN #: _____ ROUTE # _____ TAX MAP # _____

**Complete section above and submit all items below (homeowners do not need to submit #4)
VDOT Fairfax Permits, 14685 Avion Parkway, Suite 120, Chantilly, Virginia 20151**

- ___ 1. Self addressed envelope or plan tube with prepaid FedEx or UPS shipping label for package return.
- ___ 2. Completed and signed Permit Application (CE-7).
- ___ 3. Completed and signed page 5 of the Special Notice of Permittee Liability (MP-63) rev. March 2004.
- ___ 4. VDOT Automated Permit Application System (APAS) data disk (developers, permit runners, and contractors – not homeowners).
- ___ 5. Proof of property ownership - permit must be in property owner's name.
- ___ 6. Two (2) Copies of plat/grading plan indicating where permit work will be located.
- ___ 7. Permit application fee in the amount of \$ **55.00** for processing. Check or money order made payable to "Virginia Department of Transportation" (VDOT) -- NO CASH ACCEPTED.
- ___ 8. Surety in the amount of \$ _____ **posted by the property owner.** Surety must be in the amount indicated on this checklist. One surety to be posted with each application. Must be a bond, letter of credit, or check. If a check is posted, it will take approximately six to eight weeks to process the refund.

All forms are available online at www.virginiadot.org/business/fairfax-permits-main.asp